

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**

MANPOWER STANDARD 4710TC

1 SEPTEMBER 2004



Manpower Standard

**COMBAT READINESS TRAINING CENTER (CRTC)
AIRFIELD OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the NGB PDC WWW site at:
<http://www.ngbpdcc.ngb.army.mil/angseries.asp>

OPR: ANG/XPME (Maj B. Cotton)
Supersedes ANGMS 4710TC, 5 Jun 95

Certified by: ANG/CS (Col S. Wassermann)
Pages: 31
Distribution: F

This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the Combat Readiness Training Center (CRTC) Airfield Operations. This ANGMS applies to the Combat Readiness Training Center, Airfield Operations mission only, at the Alpena, Gulfport, Savannah and Volk Field CRTC's. This standard applies to peacetime operations only. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Combat Readiness Training Center function. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson ANG Base, TN 37777-6283.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.	STANDARD DATA	3
2.	APPLICATION INSTRUCTIONS	3
3.	STATEMENT OF CONDITIONS	3

Attachment 1 -	GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	4
Attachment 2 -	PROCESS ORIENTED DESCRIPTION COMBAT READINESS TRAINING CENTER (CRTC) AIRFIELD OPERATIONS	8
Attachment 3 -	MANPOWER TABLE	31

1. STANDARD DATA.

1.1. Approval Date: 1 September 2004.

1.2. Man-hour Data Source: Operational Audit method (historical record and technical estimate techniques).

1.3. Standard Man-hour Equation: $Y = 4$ (Constant Manpower).

1.4. Points of Contact.

1.4.1. Functional: Mr. Pat Welch, ANG/C4R

1.4.2. Manpower: Major Brian Cotton, ANG/XPME/OTLN

2. APPLICATION INSTRUCTIONS. This work center requires constant manpower of four authorizations. No other application instructions apply.

3. STATEMENT OF CONDITIONS. The conditions listed below had no affect on the development of this standard. Minimum response rates, minimum manpower levels, standardized crew complements, safety considerations, aircraft turn-around time, length of waiting periods, levels of backlog and hours of operation.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 13-213, *Airfield Management and Base Operations*

AFI 33-360, Volume 1, *Publications Management Program*

AFI 38-201, *Determining Manpower Requirements*

AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

AFI 91-202, *The US Air Force Mishap Prevention Program*

Abbreviations and Acronyms

ACTS - Air Combat Training System

AF - Air Force

AGR - Active Guard/Reserve

AIS - Airborne Instrumentation Subsystem

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

ARTCC - Air Route Traffic Control Center

ATC - Air Traffic Control

ATCAA - Air Traffic Control Assigned Airspace

ATCALs - Air Traffic Control and Landing Systems

BASH - Bird/Wildlife Aircraft Strike Hazard

BHWG - Base Bird Hazard Working Group

CRTC - Combat Readiness Training Center

DMA - Defense Mapping Agency

DRMO - Defense Reutilization and Marketing Office

DSN - Defense Switched Network

DV - Distinguished Visitor

EOC - Emergency Operations Center

FAA - Federal Aviation Administration

FAX - Facsimile

FLIP - Flight Information Publication

FOD - Foreign Object Damage

FPNO - No Flight Plan

GCI - Ground Control Interceptor

IAW - In Accordance With

IG - Inspector General

IR - Instrument Route

MAJCOM - Major Command

MAMS - Military Airspace Management System

MEP - Management Engineering Program

MOA - Military Operations Areas

NCO - Noncommissioned Officer

NGB - National Guard Bureau

NOTAM - Notice to Airmen

OBO - Official Business Only

OCR - Office of Collateral Responsibility

OI - Operating Instruction

OPR - Office of Primary Responsibility

PMEL - Precision Measurement Equipment Laboratory

POC - Point of Contact

POL - Petroleum, Oils, And Lubricants

POV - Privately Owned Vehicle

PPR - Prior Permission Required

QRC - Quick Reaction Checklist

RAP - Radar Analysis Program

RSC - Runway Surface Condition

RSR - Runway Surface Reading

SCN - Secondary Crash Net

SOF - Supervisor of Flying

SUA - Special Use Airspace

TDY - Temporary Duty

TO - Technical Order

UHF - Ultra High Frequency

UTA - Unit Training Assembly

VCO - Vehicle Control Officer

VR - Visual Route

WCD - Work Center Description

WLF - Workload Factor

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

Man-hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Staffing Pattern – Constant Manpower.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

**PROCESS ORIENTED DESCRIPTION
COMBAT READINESS TRAINING CENTER (CRTC)
AIRFIELD OPERATIONS**

Table A2.1. Listing of Functional Process.

1.	AIRFIELD MANAGEMENT.
1.1.	MANAGES AIRFIELD FACILITIES.
1.1.1.	INSPECTS AIRFIELD FACILITY. Accomplishes inspection of airfield facility and ensures inspection is in compliance with AFI 13-213, <i>Airfield Management and Base Operations</i> . Records discrepancy, coordinates initial corrective action, documents, and takes follow-up action when required.
1.1.1.1.	ACCOMPLISHES DAILY INSPECTION. Inspects airfield environment.
1.1.1.2.	PERFORMS USER COMPLIANT INSPECTION. Inspects airfield facility in response to a reported deficiency or discrepancy.
1.1.1.3.	PERFORMS AIRCRAFT INCIDENT INSPECTION. Travels to/from designated location on the airfield, coordinates further action, documents discrepancy and corrective action taken, and takes follow-up action.
1.1.1.4.	PERFORMS HEAVY AIRCRAFT OPERATION INSPECTION. Travels to/from the active runway and inspects runway and taxi route to parking area following a heavy aircraft landing.
1.1.1.5.	PERFORMS SEVERE WEATHER INSPECTION. Travels about airfield facility to determine discrepancy or deficiency caused by severe weather.

1.1.1.6.	PERFORMS RUNWAY SURFACE CONDITION (RSC) INSPECTION. Receives notification from the Weather Service and analyzes situation to determine response required. Performs RSC inspection before daily flying begins. Determines type of precipitation on the surface of the runway and the correct Runway Condition Reading (RCR) using either a Decelerometer or Tapley Decelerometer. Logs RCR on airfield status board and events log. Reports RCRs to the Base Weather Station for longline dissemination and to the tower for aircraft notification. Converts reading to braking action for Marine, Navy, and civilian aircraft pilots. Prepares Air Force Technical Order (AFTO) Form 277, <i>Results Of Runway Braking Test</i> . Reports RSC. Ensures decelerometer is properly calibrated through Precision Measurement Equipment Laboratory (PMEL). Delivers to Air Traffic Control and Landing Systems (ATCALS) for transport to PMEL when due. Ensures proper PMEL stickers are on decelerometers.
1.1.1.7.	CONDUCTS FOREIGN OBJECT DAMAGE (FOD) CHECK OF AIRFIELD.
1.1.1.8.	CONDUCTS AIRFIELD LIGHTING CHECK.
1.1.1.9.	REVIEWS AND INITIALS DAILY LOG FOR AIRFIELD TREND. This includes, but is not limited to, increases in FOD responses, flightline driving violations, equipment outages, Bird/Wildlife Aircraft Strike Hazard (BASH), and pavement deterioration.
1.1.2.	COORDINATES ANNUAL BARRIER CERTIFICATION. Receives request for annual certification of aircraft arresting system and coordinates with appropriate fighter unit to perform engagement when barrier has not been engaged for a 12-month period. Requests aircraft support for arresting system engagement. Gathers information from Chief of Airfield Management for engagement. Notifies fighter unit by e-mail or formal meeting to discuss specific requirements for certification of arresting system.
1.1.3.	ASSISTS IN PERIODIC CERTIFICATION OF AIRCRAFT ARRESTING SYSTEM. Travels to/from the runway area to observe engagement.
1.2.	MANAGES AIRFIELD MAINTENANCE.
1.2.1.	COORDINATES ON CONTRACT. Reviews design and contract, attends preconstruction briefing, monitors status of project, and makes final inspection.
1.2.2.	COORDINATES IN-HOUSE MAINTENANCE.
1.2.2.1.	NOTIFIES CIVIL ENGINEERING OF REQUIREMENT FOR IN-HOUSE MAINTENANCE.

1.2.2.2.	COORDINATES WITH OTHER AIRFIELD FACILITY USER WHEN APPROPRIATE.
1.2.2.3.	INSPECTS COMPLETED MAINTENANCE PROJECT AND ACCEPTS OR REJECTS FINISHED WORK.
1.2.2.4.	ACCOMPANIES CIVIL ENGINEERING PERSONNEL ON SITE VISIT TO COORDINATE IF REMEDIAL ACTION REQUIRED.
1.2.3.	PROCESSES AIRFIELD FACILITY CLOSURE. Coordinates action and sends messages to higher headquarters.
1.2.4.	PROCESSES REQUEST FOR AIRFIELD WAIVER. Reviews and analyzes request, visits site of proposed waiver, and coordinates on airfield waiver.
1.2.5.	CONDUCTS ANNUAL RECERTIFICATION OF WAIVER. Reviews waiver, attends waiver review board, conducts inspection, and coordinates on results of review.
1.3.	MANAGES AIRFIELD USE/ACCESS CONTROL.
1.3.1.	DEVELOPS OR REVISES AIRFIELD USE, ACCESS CONTROL POLICY OR PROCEDURE.
1.3.1.1.	DEVELOPS A NEW WRITTEN PLAN, REGULATION, OR SUPPLEMENT. Identifies need and requests Office of Collateral Responsibility (OCR) representative. Drafts and corresponds with OCR representative. Receives, analyzes, and incorporates input. Prepares a first draft, coordinates first draft, prepares and coordinates final draft, forwards final draft for publication, and reviews and proofreads published policy or procedure.
1.3.1.2.	REVISES AN EXISTING WRITTEN PLAN, REGULATION, OR SUPPLEMENT. Identifies need and requests OCR representative. Drafts and corresponds with OCR representative. Receives, analyzes, and incorporates input. Prepares and coordinates first draft, prepares and coordinates final draft, forwards final draft for publication, and receives and proofreads published plan or procedure.
1.3.2.	COORDINATES ON A NEW OR REVISED WRITTEN PLAN OR PROCEDURE.
1.3.2.1.	COORDINATES ON A NEW WRITTEN PLAN, REGULATION, OR SUPPLEMENT. Receives document, drafts input, returns to Office of Primary Responsibility (OPR), receives final draft of document, and coordinates and returns to OPR.

1.3.2.2.	COORDINATES ON A REVISED WRITTEN PLAN, REGULATION, OR SUPPLEMENT. Receives document, drafts input, returns to OPR, receives final draft of document, and coordinates and returns to OPR.
1.3.3.	COORDINATES SUPPORT AGREEMENT, MEMORANDUM OF UNDERSTANDING, LETTER OF AGREEMENT, OR INTERSERVICE SUPPORT AGREEMENT.
1.3.3.1.	REVIEWS DRAFT AGREEMENT OR MEMORANDUM.
1.3.3.2.	DRAFTS INPUT TO AGREEMENT OR MEMORANDUM.
1.3.3.3.	REVIEWS FINAL AGREEMENT OR MEMORANDUM.
1.3.3.4.	PERFORMS PERIODIC REVIEW.
1.3.4.	PLANS A SPECIAL PROJECT OR EVENT AFFECTING AIRFIELD USE. Plans and coordinates on a special base event such as Armed Forces Day, local air show, etc., as it affects the airfield facilities.
1.3.5.	MONITORS INBOUND OR OUTBOUND HOT/DANGEROUS CARGO. Receives notification of inbound or outbound aircraft with hot/dangerous cargo and coordinates with support agency.
1.3.6.	COORDINATES ON ESTABLISHING AIRFIELD RESTRICTION. Identifies for restriction (Prior Permission Required [PPR]/Official Business Only [OBO]/Quiet Hours), advises Commander, requests approval from Major Command (MAJCOM), receives/reviews MAJCOM approval, and implements restrictions.
1.3.7.	PROCESSES QUIET HOURS, PPR, OR OBO REQUEST. Receives and processes special request for Quiet Hours, PPR, or OBO activity.
1.3.8.	ISSUES TEMPORARY NONGOVERNMENT FLIGHTLINE ACCESS PERMIT. Analyzes request, briefs requester, conducts orientation ride, issues permit, and records permit issued.
1.3.9.	ISSUES ANNUAL NONGOVERNMENT FLIGHTLINE PERMIT. Analyzes request, prepares letter of disapproval, issues permit if approved, and records permit issued.
1.3.10.	CONTROLS PEDESTRIAN ACCESS TO THE AIRFIELD. Reviews request for access, analyzes request, provides briefing, documents request, and notifies appropriate agency.
1.3.11.	MANAGES VEHICLE CONTROL OFFICER/VEHICLE CONTROL NONCOMMISSIONED OFFICER (VCO/VCNCO) FLIGHTLINE DRIVER TRAINING PROGRAM.

1.3.11.1.	DEVELOPS BASE DIRECTIVE TO ESTABLISH A LOCAL VCO/VCNCO PROGRAM. Reviews and updates annually.
1.3.11.2.	DEVELOPS/MAINTAINS VCO/VCNCO FLIGHTLINE TRAINING PACKAGE. Reviews and revises training package as needed. Provides information to unit VCOs/VCNCOs to train personnel operating vehicles on the flightline.
1.3.11.3.	TRAINS UNIT VCO/VCNCO ON FLIGHTLINE DRIVING REQUIREMENTS. Schedules, coordinates, prepares, and presents briefing. Conducts orientation ride. Administers test and scores test.
1.3.11.4.	PROVIDES ANNUAL REFRESHER TRAINING TO ALL QUALIFIED PERSONNEL.
1.3.11.5.	CONDUCTS TEMPORARY DUTY AND CONTRACTOR PERSONNEL TRAINING. Trains, gives written test, gives practical training and issues AF IMT 483, <i>Certificate of Competency</i> .
1.3.11.6.	DETERMINES THROUGH TESTING INDIVIDUAL IS NOT COLOR BLIND.
1.3.11.7.	ENTERS QUALIFIED DRIVER INTO DATABASE, PUBLISHES, SIGNS AND ISSUES AF IMT 483.
1.3.11.8.	PROVIDES QUALITY ASSURANCE OF FLIGHTLINE DRIVER FAMILIARIZATION PROGRAM. Conducts a condensed quiz to determine if appropriate flightline driver training has been provided to applicant. Monitors ramp net frequency to ensure proper radio terminology and discipline are being used.
1.3.11.9.	ISSUES/RETRIEVES TEMPORARY PRIVATELY OWNED VEHICLE (POV) PASS. Ensures POVs are kept to mission essential vehicles only. Briefs drivers on restrictions and notifies Security and Air Traffic Control of vehicle type, color, and projected area and time of use.
1.3.11.10.	ESTABLISHES FLIGHTLINE AND RESTRICTED AREA ENTRY POINT.
1.3.12.	DEVELOPS, MAINTAINS AND ANNUALLY REVIEWS OPERATING INSTRUCTION (OI) AND QUICK REACTION CHECKLIST (QRC) AS DIRECTED BY AFI 13-123.
1.3.12.1.	DEVELOPS, MAINTAINS AND ANNUALLY REVIEWS OI.
1.3.12.2.	DEVELOPS, MAINTAINS AND ANNUALLY REVIEWS QRC.

1.3.13.	CONDUCTS BASH AND ANIMAL CONTROL IN ACCORDANCE WITH (IAW) AFI 91-202, <i>THE US AIR FORCE MISHAP PREVENTION PROGRAM</i> . Attends base BASH Committee Meeting, maintains bird/animal dispersal equipment, responds to bird/animal activity, and prepares report.
1.3.13.1.	RUNS BASE BIRD HAZARD WORKING GROUP (BHWG) ALONG WITH DIRECTOR OF OPERATIONS. Schedules meeting, prepares agenda, takes attendance, and ensures appointment letters for members are current and maintained on file.
1.3.13.2.	PREPARES FOR BHWG MEETING.
1.3.13.3.	ATTENDS COMMITTEE MEETING, REPORTS ON ALL WILDLIFE ACTIVITY.
1.3.13.4.	PUBLISHES BHWG MEETING MINUTES.
1.3.13.5.	MAINTAINS BIRD/ANIMAL DISPERSAL EQUIPMENT, RESPONDS TO BIRD/ANIMAL ACTIVITY, DISPERSES ANIMAL, AND PREPARES REPORT. Conducts BASH check of airfield and prepares response.
1.3.13.6.	REQUESTS AND JUSTIFIES YEARLY DEPREDATION PERMIT FROM STATE AND FEDERAL AGENCY. Maintains currency in firearms use, disposes of bird carcasses, field dresses deer, fills out paperwork, registers at local check-in station, transports to meat processor, and files yearly reports to state and federal agencies.
1.3.13.7.	WORKS WITH LOCAL NATURAL RESOURCES OFFICE. Works with local natural resources office on annual base bow and gun deer hunts, and local community projects that can affect the base environment.
1.3.14.	MONITORS FIRE DEPARTMENT STATUS. Provides crash-rescue status as required, receives Fire Department equipment-in-commission status, and maintains log of Fire Department equipment status.
1.3.15.	PARTICIPATES AS A MEMBER OF THE AIR TRAFFIC CONTROL (ATC) BOARD.
1.3.15.1.	PREPARES FOR ATC BOARD MEETING. Develops presentation on airfield activity.
1.3.15.2.	ATTENDS ATC BOARD MEETING. Travels to and from meeting and participates in meeting.
1.3.16.	ANSWERS QUERY RELATED TO MANAGEMENT OF AIRFIELD USE.

1.3.17.	MONITORS FLIGHTLINE MONITORING SYSTEM. Coordinates with Contracting to have personnel dispatched to base to correct problem.
1.4.	MANAGES FLIGHT PLANNING.
1.4.1.	CONDUCTS DEFENSE MAPPING AGENCY (DMA) ANNUAL REVIEW. Receives, reviews, updates, and forwards the DMA Flight Information Publication (FLIP) annual survey list.
1.4.2.	PROCESSES FLIP/CHART DATA AUTOMATIC DISTRIBUTION. Receives, inventories, validates, and distributes FLIP material (products and charts) to subaccount holder as received through automatic distribution.
1.4.3.	PROCESSES A SPECIAL FLIP/CHART REQUEST. Receives, researches, validates, and orders special FLIP/chart request.
1.4.4.	PROCESSES LOCAL PERMANENT FLIP CHANGE. Analyzes change notice, identifies overage/shortage of product, packages product for subaccount, distributes product, and posts change as appropriate.
1.4.5.	PROCESSES FLIP PRODUCT CHANGE NOTICE.
1.4.5.1.	PROCESSES PLANNING CHANGE NOTICE.
1.4.5.2.	PROCESSES EN ROUTE CHANGE NOTICE.
1.4.5.3.	PROCESSES TERMINAL CHANGE NOTICE.
1.4.6.	PROCESSES NOTICES TO AIRMEN (NOTAM) SUMMARY. Requests NOTAM and posts in daily log. Provides to pilots as required.
1.4.7.	ORIGINATES, CANCELS, OR REVISES NOTAM. Receives notification, accomplishes administrative process, provides notification to appropriate agency, and transmits NOTAM.
1.4.8.	PROCESSES NON-NOTAM MATERIAL. Processes, receives, analyzes, and logs information.
1.4.9.	MAINTAINS FLIGHT PLANNING ROOM. Maintains flight planning room display, inspects display and stock of FLIP products, and restocks FLIP product as required.
1.4.10.	MAINTAINS METERLOGIC WEATHER SYSTEM.
1.5.	MAINTAINS FLIGHT DATA.
1.5.1.	PROCESSES INBOUND NOTIFICATION. Receives inbound flight information, acknowledges receipt of inbound flight data, logs flight data

	information on appropriate flight log, makes notification of inbound information to appropriate agency, and monitors inbound log to verify aircraft status.
1.5.2.	PROCESSES LANDING NOTIFICATION. Receives actual arrival notification from ATC, acknowledges receipt of landing notification, logs landing time on appropriate flight log, and relays actual landing time to appropriate agency.
1.5.3.	PROCESSES "NO FLIGHT PLAN" (FPNO) ARRIVAL.
1.5.3.1.	RECEIVES NOTIFICATION FROM ATC OF IMPENDING UNAUTHORIZED OR UNSCHEDULED LANDING.
1.5.3.2.	RECEIVES/REQUESTS ACTUAL ARRIVAL NOTIFICATION FROM ATC.
1.5.3.3.	LOGS ACTUAL LANDING TIME ON APPROPRIATE FLIGHT LOG.
1.5.3.4.	TRANSMIT MESSAGE TO DEPARTURE POINT FOR CONFIRMATION.
1.5.3.5.	COMPLETES APPROPRIATE FORM FOR CIVILIAN AIRCRAFT.
1.5.4.	PROCESSES OUTBOUND FLIGHT PLAN.
1.5.4.1.	PROCESSES INSTRUMENT FLIGHT RULES FLIGHT PLAN OR COMPOSITE FLIGHT PLAN (DEPARTMENT OF DEFENSE (DD) FORM 175, <i>MILITARY FLIGHT PLAN</i>). Receives from individual, reviews, and addresses flight plan; logs outbound flight plan data on appropriate flight log; and notifies appropriate agency of outbound aircraft flight data information.
1.5.4.2.	PROCESSES VISUAL FLIGHT RULES FLIGHT PLAN (DD FORM 175). Receives flight plan, reviews flight plan, re-reviews flight plan, addresses flight plan, logs outbound flight plan, and notifies appropriate agency.
1.5.4.3.	PROCESSES STEREO/CANNED FLIGHT PLAN. Receives flight plan, reviews flight plan, addresses flight plan, logs outbound flight plan, and notifies appropriate agency.
1.5.4.4.	PROCESSES INTERNATIONAL CIVIL AVIATION ORGANIZATION FLIGHT PLAN (DD FORM 1801, <i>DOD INTERNATIONAL FLIGHT PLAN</i>). Receives, reviews, re-reviews, and addresses flight plan; logs outbound flight plan data; transmits; and monitors acknowledgment.

1.5.5.	REPROCESSES FLIGHT PLAN. Reprocesses flight plan due to error notification reception or revision.
1.5.6.	PROCESSES FLIGHT NOTIFICATION DEPARTURE MESSAGE. Receives actual notification from ATC, logs departure time and calculates en route times on appropriate flight data log, notifies appropriate on-base agency, and transmits flight data.
1.5.7.	SENDS FLIGHT STOPOVER DEPARTURE MESSAGE. Receives actual departure time from ATC, logs departure time on appropriate flight data log, notifies appropriate on-base agency, transmits and monitors reply, and sends follow-up flight stopover departure message.
1.5.8.	RESPONDS TO OVERDUE AIRCRAFT. Determines an aircraft to be overdue, initiates QRC, monitors for reply, logs data on appropriate form, and conducts follow-up action.
1.5.9.	PROCESSES FLIGHT ADVISORY MESSAGE. Receives notification of possible hazardous condition that may affect the safe operation of aircraft.
1.5.10.	PROVIDES NOTIFICATION OF PROPOSED INSTRUMENT ROUTE/VISUAL ROUTE (IR/VR) SCHEDULE. Receives notification of IR/VR schedule and prepares IR/VR schedule message.
1.5.11.	RECEIVES FLIGHT DATA FROM OTHER BASE AGENCY. Receives notification, travels to pickup point, receives verification of identification and material, returns to work center, analyzes material, and takes appropriate action.
1.5.12.	PROCESSES MISCELLANEOUS FLIGHT DATA.
1.6.	PERFORMS TRANSIENT AIRCREW SUPPORT.
1.6.1.	COLLECTS DATA ON FACILITY CONDITION.
1.6.2.	PREPARES SPECIAL REQUIREMENT BRIEFING FOR TRANSIENT. Prepares special requirement briefing for transient unit and provides data relative to the airfield operation.
1.6.3.	ASSISTS TRANSIENT AIRCREW. Maintains lounge for comfort of aircrew, maintains message board for aircrew, provides temporary storage of equipment, and responds to an unsatisfactory rating.
1.6.4.	SUPPORTS TRANSIENT UNIT MISSION. Receives unit requirement, notifies, and coordinates with appropriate section to determine capability to support unit requirement.

1.6.5.	MAINTAINS STOCK OF CLASSIFIED MATERIAL FOR TRANSIENT AIRCREW. Receives notification of new or revised material, page checks material, returns to the work center, documents page check inventory, stores material in safe, and conducts daily inventory IAW established procedure.
1.6.6.	ISSUES CLASSIFIED MATERIAL TO TRANSIENT AIRCREW. Receives request for material and determines if individual has valid need for material, opens safe, logs inventory, obtains signature on receipt, files receipt, and secures safe.
1.6.7.	RECEIVES CLASSIFIED MATERIAL FROM TRANSIENT AIRCREW. Receives request and provides requester valid authorization to receipt for material, processes classified material, and receives classified material. Receives classified material from transient aircrew; puts material in safe; fills out AF IMT 1297, <i>Temporary Issue Receipt</i> ; keeps original and gives copy to transient aircrew member. Receives request from aircrew to pickup material; receives AF IMT 1297; opens safe and provides material and original AF IMT 1297 to aircrew member. Files copy of AF IMT 1297.
1.6.8.	DESTROYS CLASSIFIED MATERIAL. Prepares material for destruction, transports material to destruction facility, enters destruction facility, destroys material, and completes documentation.
1.7.	PERFORMS EMERGENCY RESPONSE.
1.7.1.	RESPONDS TO PRIMARY CRASH ALARM.
1.7.1.1.	LOGS EMERGENCY DATA TRANSMITTED OVER PRIMARY CRASH NET.
1.7.1.2.	ACKNOWLEDGES RECEIPT WITH IDENTIFICATION INITIALS.
1.7.1.3.	REVIEWS QRC TO ENSURE APPROPRIATE NOTIFICATION IS ACCOMPLISHED AND PROPER ACTION TAKEN.
1.7.1.4.	TRANSMITS DATA ON THE SECONDARY CRASH NET. Activates, waits for all parties and repeats information.
1.7.1.5.	RECEIVES ACKNOWLEDGEMENT BY LIGHTING SYSTEM OR BY OBTAINING INITIALS OF DATA TRANSMITTED.
1.7.1.6.	TRANSMITS UPDATE, TO INCLUDE TERMINATION, AS REQUIRED.
1.7.1.7.	LOGS UPDATE.
1.7.2.	TESTS PRIMARY CRASH LINE.

1.7.3.	ACTIVATES SECONDARY CRASH NET WITHOUT PRIMARY CRASH NET ACTIVATION.
1.7.3.1.	RECEIVES/LOGS EMERGENCY DATA. Receives emergency/exercise data from source other than primary crash net.
1.7.3.2.	VERIFIES SOURCE TO DETERMINE IF INFORMATION IS VALID.
1.7.3.3.	REVIEWS QRC TO ENSURE APPROPRIATE NOTIFICATION IS ACCOMPLISHED AND PROPER ACTION TAKEN.
1.7.3.4.	TRANSMITS DATA ON SECONDARY CRASH NET.
1.7.3.5.	RECEIVES ACKNOWLEDGMENT, BY LIGHTING SYSTEM OR BY OBTAINING INITIALS, OF DATA TRANSMITTED.
1.7.3.6.	TRANSMITS OTHER INFORMATION AS REQUIRED. Transmits and logs other information.
1.7.4.	DISSEMINATES WEATHER WATCH/WARNING OR ADVISORY. Receives weather data and transmits to appropriate personnel or agency.
1.7.5.	PARTICIPATES AS MEMBER OF THE ON-SCENE DISASTER CONTROL GROUP. Travels to incident/accident location and coordinates airfield operation as required.
1.8.	PROCESSES INBOUND/OUTBOUND DISTINGUISHED VISITOR (DV).
1.8.1.	PROCESSES APPLICABLE CHECKLIST UPON NOTIFICATION OF TRANSIENT DV.
1.8.2.	UNLOCKS DV LOUNGE.
1.8.3.	LOCKS DV LOUNGE WHEN VISITOR HAS DEPARTED.
1.9.	PROVIDES VISITING UNIT SUPPORT.
1.9.1.	REVIEWS REQUIREMENT. Reviews list of requirements submitted by visiting unit and coordinates with unit prior to arrival.
1.9.2.	PERFORMS SITE SURVEY. Performs site survey with visiting unit personnel.
1.9.3.	ACCOMPLISHES ARRIVAL INVENTORY. Inventories and issues office and operations space and equipment as requested.
1.9.4.	ACCOMPLISHES DEPARTURE INVENTORY. Inventories office equipment for the visiting unit and notifies appropriate section of discrepancy.

1.9.5.	PROVIDES ASSISTANCE. Provides assistance to visiting unit in processing flight plan using Service B as required.
1.9.6.	BRIEFS UNIT REPRESENTATIVE.
1.9.6.1.	PREPARES BRIEFING.
1.9.6.2.	BRIEFS REPRESENTATIVE.
1.9.7.	MAINTAINS AND ISSUES SUPERVISOR OF FLYING (SOF) VEHICLE. Trains personnel on use of radios and light bars.
1.9.8.	INSPECTS AND SIGNS IN ALL VEHICLES FROM VISITING UNIT PERSONNEL.
1.9.9.	ACTS AS LIFE SUPPORT POINT OF CONTACT FOR VISITING UNIT. Maintains test equipment and air and oxygen tanks, ensuring they are available and operational.
1.10.	PROVIDES CUSTOMS ASSISTANCE.
1.10.1.	COORDINATES AIRCRAFT ARRIVAL.
1.10.2.	MEETS CUSTOMS PERSONNEL UPON AIRCRAFT ARRIVAL.
1.10.3.	ENSURES AIRCREW/PASSENGERS HAVE PROPER DOCUMENTATION.
1.10.4.	ENSURES MILITARY CUSTOMS PROCESSING IS COMPLETE.
1.11.	MANAGES PPR PROGRAM.
1.11.1.	COORDINATES PPR REQUEST. Acts as point of contact (POC) for aircrews to call in for coordination of PPR.
1.11.2.	DETERMINES IF CREW IS ON OFFICIAL GOVERNMENT BUSINESS.
1.11.3.	DETERMINES WHAT SERVICES AIRCREW WILL REQUIRE.
1.11.4.	COORDINATES WITH APPROPRIATE AGENCY TO ENSURE AIRCREW IS SERVICED QUICKLY. This includes, but is not limited to, coordination with Petroleum, Oil, and Lubricants (POL); transient aircraft maintenance; and vehicle maintenance.
1.11.5.	LOGS PPR IN AIRFIELD SCHEDULE DATABASE.

1.11.6.	UPDATES DATABASE PROGRAM. Counts all PPRs at end of month and enters into base database program.
1.11.7.	DETERMINES IF CIVIL AIRCRAFT IS AUTHORIZED USE OF AIRFIELD.
1.11.7.1.	SENDS APPROPRIATE FORM TO CIVIL AIRCRAFT OPERATOR.
1.11.7.2.	CHECKS RETURNED FORM FOR COMPLETENESS AND TO ENSURE OPERATOR HAS CORRECT AMOUNT OF INSURANCE COVERAGE.
1.11.7.3.	APPROVES OR DISAPPROVES REQUEST AND FILES FORM IAW APPROPRIATE AIR FORCE INSTRUCTIONS.
1.11.7.4.	CONTACTS CIVIL AIRCRAFT OPERATOR WITH APPROVAL FORM AND ISSUES PPR.
1.11.7.5.	REVIEWS APPROVED FORM ANNUALLY AND DISCARDS EXPIRED FORM.
1.11.7.6.	POSTS THE NATIONAL APPROVED CIVIL AIRCRAFT LANDING PERMIT LIST MONTHLY.
1.12.	DETERMINES AIRFIELD OPERATING HOURS.
1.12.1.	DETERMINES AIRFIELD OPERATING HOURS. Coordinates with visiting unit to determine airlift and exercise days/airfield hours needed to complete mission.
1.12.2.	PUBLISHES AIRFIELD HOURS. Inputs data into computer program.
1.12.3.	COORDINATES WITH ATC AND OTHER BASE AGENCY TO ENSURE ALL HOURS CAN BE COVERED.
1.12.4.	RECHECKS AIRFIELD HOURS DAILY TO ENSURE ANY CHANGE IS COORDINATED WITH THE APPROPRIATE BASE AGENCY.
1.12.5.	PUBLISHES NOTAM FOR ALL NON-PUBLISHED AIRFIELD HOURS.
1.13.	ACTS AS POC FOR AERIAL PORT OF EMBARKATION FOR FORT MCCOY. Sits on committee at Ft McCoy to discuss upcoming troop movements. Performs as main POC for civilian and military aircraft moving these troops. Controls baggage handling and servicing of aircraft.
1.13.1.	SITS ON POWER PLATFORM COMMITTEE. Sits on Power Platform committee at Fort McCoy to discuss better/easier ways to handle future troop movements

1.13.2.	ACTS AS POC FOR FORT MC COY FOR ALL TROOP MOVEMENTS.
1.13.3.	PERFORMS AS PRIMARY POC FOR CIVILIAN AIRLINE COMPANIES AND MILITARY AIRCRAFT MOVING TROOPS.
1.13.4.	CONTROLS BAGGAGE HANDLERS AND SERVICING OF AIRCRAFT.
1.13.5.	TAKES CARE OF CIVILIAN AIRCREWS AND FLIGHT ATTENDANTS. Arranges transportation for meals, lounge, etc.
1.14.	ACTS AS POC FOR SPACE "A" TRAVEL. Issues e-mail message identifying upcoming travel opportunities, takes requests, determines eligibility, determines who will travel, fills out manifest, and briefs travelers on restrictions.
1.15.	MANAGES SECONDARY CRASH NET (SCN).
1.15.1.	REVIEWS REQUEST FOR INCLUSION TO THE SECONDARY CRASH NET. Performs annual review of program to ensure only those sections requiring emergency response to mishaps or incidents are allowed access to the SCN.
1.15.2.	PERFORMS DAILY TEST OF SCN AND NOTIFIES TELEPHONE MAINTENANCE OF DISCREPANCY. Logs primary and secondary phone tests on daily log, and follows-up on discrepancies.
1.16.	MAINTAINS EMERGENCY OPERATIONS CENTER (EOC). Ensures room is stocked with computer, radios, landlines, facsimile (FAX) machines, STU-III phone, regulations, etc.
2.	BASE OPERATIONS AND TRAINING.
2.1.	MANAGES ACTIVITY.
2.1.1.	DIRECTS AND CONTROLS ACTIVITY. Assigns work, establishes work priority; schedules personnel for participation in personnel mobility or contingency exercise or rotation; schedules personnel for shift work, overtime work, detail, leave, pass, and compensatory time off, oversees work in progress to ensure compliance with directive, quality standard, fire, safety, or security regulation; ensures supply discipline, care of equipment and facility; and gives verbal instruction to subordinate.
2.1.2.	DEVELOPS SELF-INSPECTION PROGRAM.
2.1.3.	INFORMS PERSONNEL. Informs personnel of change affecting individual and organization status.

2.1.4.	REVIEWS INCOMING DISTRIBUTION. Reviews incoming distribution for information and necessary action.
2.1.5.	REVIEWS OUTGOING COMMUNICATION. Reviews outgoing communication for completeness, accuracy of content, and coordination; signs; and places in distribution.
2.1.6.	REVIEWS REPORT AND STATISTICAL DATA. Reviews report, statistical data, and management product; evaluates work center status to identify exception, trend, or condition that requires management attention.
2.1.7.	DEVELOPS PLAN. Develops, reviews, revises, and maintains applicable portion of plan, agreement, and/or annex to plan.
2.1.8.	PREPARES BUDGET.
2.1.8.1.	PREPARES ANNUAL BUDGET. Provides instruction and guidance, reviews budget submission, and develops budget requirement for funds, supplies, personnel, equipment, and/or facilities.
2.1.8.2.	PREPARES BUDGET UPDATE. Coordinates input for incorporation in quarterly budget update.
2.1.8.3.	PREPARES UNFUNDED REQUIREMENT JUSTIFICATION. Prepares justification for unfunded requirement submittal and forwards to appropriate agency.
2.1.9.	DEVELOPS PERSONNEL POLICY. Develops, maintains, reviews, and revises base personnel regulation or operating instruction.
2.1.10.	COORDINATES AND PROVIDES TECHNICAL GUIDANCE. Coordinates with immediate supervisor on normal and exceptional condition affecting subordinate work center; coordinates with and provides technical guidance to higher headquarters and other organization/agency; obtains information or assistance from external source to aid in management (includes serving as advisor to reviewing official).
2.1.11.	RECEIVES OFFICIAL VISITOR. Receives official visitor, answers inquiry, and assists as required to facilitate mission accomplishment.
2.1.12.	STAFFS CONGRESSIONAL INQUIRY. Staffs Congressional Inquiry and forwards to appropriate agency.
2.2.	ADMINISTERS TRAINING.
2.2.1.	CONTACTS UNIT. Provides initial POC for visiting unit.

2.2.1.1.	SCHEDULES UNIT. Develops master schedule by scheduling initial training period for unit visiting the CRTC.
2.2.1.2.	UPDATES SCHEDULE. Provides update to master schedule contingent upon visiting unit's needs.
2.2.1.3.	PROVIDES TRAINING SCHEDULE. Coordinates with flying/host unit's training officer to schedule training facilities to be utilized by visiting unit.
2.2.1.4.	SUGGESTS TRAINING. Suggests alternative training CRTC can provide to visiting flying/host unit.
2.2.2.	PREPARES REPORT. Gathers and verifies data, makes required corrections, and forwards to appropriate agency.
2.2.3.	DRAFTS FORM.
2.3.	SUPPORTS SITE SURVEY. Assists visiting unit.
2.3.1.	ESCORTS PERSONNEL. Provides base tour for visiting flying/host unit's operations personnel.
2.3.2.	PROVIDES TRAINING INFORMATION. Briefs visiting flying/host unit's operations personnel on training options available.
2.3.3.	PROVIDES LOCAL AREA INFORMATION. Briefs visiting flying/host operations personnel on the local area.
2.4.	PROVIDES PREARRIVAL ADMINISTRATION.
2.4.1.	VERIFIES ARRIVAL REQUIREMENT. Ensures proper arrangements are made prior to unit's arrival.
2.4.1.1.	VERIFIES WEAPONS ALLOCATION.
2.4.1.2.	VERIFIES LOW ALTITUDE FLYING CLEARANCE.
2.4.1.3.	VERIFIES OTHER NECESSARY ARRANGEMENT.
2.4.2.	PROVIDES AIRLIFT ASSISTANCE. Assists in coordination of airlift requirement for visiting unit, if required.
2.4.3.	PROVIDES MAP/GUIDE.
2.4.3.1.	UPDATES MAP. Updates local noise sensitive area map.
2.4.3.2.	UPDATES LOCAL AREA IN-FLIGHT GUIDE.

2.4.3.3.	FORWARDS MAP. Forwards a map with local noise sensitive areas prior to the unit's arrival.
2.4.4.	COORDINATES LAND USE. Coordinates with the Department of Natural Resources concerning the use of land for survival school.
2.5.	PROVIDES UNIT ARRIVAL ADMINISTRATION.
2.5.1.	PROVIDES INBRIEFING. Performs initial inbriefing to include local area flying procedures, standard range procedures, local interest items, and local flying hazards upon arrival of visiting unit.
2.5.2.	TRANSFERS BUILDING. Assists in transferring building to the visiting unit.
2.5.3.	TRANSFERS EQUIPMENT. Assists in transferring of equipment to the visiting unit.
2.5.4.	PROVIDES ASSISTANCE. Assists the visiting unit in any area necessary.
2.5.5.	PERFORMS AS CRTC POC. Performs as the CRTC POC between the visiting unit and local agencies; i.e. Federal Aviation Administration (FAA).
2.6.	PROVIDES DEPARTURE ADMINISTRATION.
2.6.1.	TRANSFERS BUILDING. Assists in transferring building from the visiting unit back to the CRTC.
2.6.2.	TRANSFERS EQUIPMENT. Assists in transferring equipment from the visiting unit back to the CRTC.
2.6.3.	PROVIDES OUTBRIEFING. Provides outbriefing to discuss problems encountered and suggestions to improve the facilities and/or procedures.
2.7.	MANAGES INSPECTOR GENERAL (IG) COMPLAINT.
2.7.1.	RECEIVES AND PROCESSES COMPLAINT.
2.7.1.1.	RECEIVES AIRCRAFT NOISE COMPLAINT.
2.7.1.2.	PROCESSES AIRCRAFT NOISE COMPLAINT. Investigates complaint. Documents finding. Forwards and files finding.
2.7.2.	ESTABLISHES AND MAINTAINS OPERATIONAL READINESS INSPECTION STANDARDS.

2.7.2.1.	COORDINATES WITH DIRECTORATE. Coordinates with base directorate to establish, maintain, and revise item as standard of operation for the CRTC.
2.7.2.2.	COORDINATES WITH IG. Coordinates with IG to establish, maintain, and revise items as standards of operation for the CRTC.
2.8.	ATTENDS/CONDUCTS MEETING.
2.8.1.	PREPARES FOR MEETING. Gathers information, organizes material, prepares chart or slide, practices presentation, and travels to meeting place.
2.8.2.	CONDUCTS OR ATTENDS MEETING. Conducts or attend meeting and returns to work area.
2.9.	PERFORMS TRAVEL.
2.9.1.	PERFORMS TEMPORARY DUTY (TDY) TRAVEL.
2.9.2.	PERFORMS LOCAL AREA TRAVEL.
2.10.	COORDINATES LOCAL AREA AIRPORT SUPPORT.
2.10.1.	COORDINATES WITH LOCAL AREA AIRPORT MANAGER/AIRPORT AUTHORITY. Coordinates with local area airport manager on issues concerning the airport and its facilities. Acts as liaison for CRTC.
2.10.2.	COORDINATES WITH AIRPORT TENANT.
2.10.3.	ATTENDS LOCAL AIRPORT MANAGEMENT AND AIRPORT AUTHORITY MEETING.
2.11.	COORDINATES NOTAM SYSTEM. Establishes NOTAM program.
2.11.1.	DETERMINES NOTAM AND NON-NOTAM CRITERIA.
2.11.2.	SETS UP ACCOUNT ON COMPUTERS. Sets up account after obtaining certificate from United States NOTAM agency.
2.11.3.	INPUTS NOTAM INTO SYSTEM, LOGS NOTAM, RETRIEVES NOTAM, AND COORDINATES WITH APPROPRIATE AGENCIES.
2.11.4.	REVISES AND CANCELS NOTAM AS APPROPRIATE.
2.11.5.	FILES NOTAM.
2.11.6.	DESTROYS NOTAM.

3.	AIRSPACE SCHEDULING
3.1.	PREPARES MONTHLY AIRSPACE SCHEDULE.
3.1.1.	GATHERS AIRSPACE DATA REQUESTS FROM USING UNITS FOR MONTH TO BE SCHEDULED. Reminds units inputs are due.
3.1.2.	INPUTS DATA INTO SPREADSHEET. Inputs requested airspace times of Military Operations Areas (MOAs), Air Traffic Control Assigned Airspace (ATCAA), restricted areas, and duty schedules.
3.1.3.	DECONFLICTS DUAL REQUESTED AIRSPACE BETWEEN UNITS. Deconflicts using telephone calls and e-mails.
3.1.4.	FINALIZES MONTHLY SCHEDULE WITH UNITS AND DISSEMINATES. Disseminates to all using units. Sends monthly schedule of requested airspace for restricted area to Air Route Traffic Control Center (ARTCC).
3.1.5.	COORDINATES AIR COMBAT TRAINING SYSTEM (ACTS) REQUEST FROM UNIT WITH CONTRACTOR. Ensures request is validated and range hours can be covered by contractor personnel. Ensures using unit provides pod data before daily mission.
3.1.6.	COORDINATES WITH AIR CONTROL SQUADRON. Coordinates with Ground Control Interceptor (GCI) unit to ensure radar coverage for requested mission. Briefs GCI on daily-approved airspace. Performs radio check with GCI unit before start of flying.
3.1.7.	COORDINATES WITH CONTRACTOR TO LOAD POD ONTO AND OFF AIRCRAFT.
3.2.	PERFORMS AIRSPACE MANAGEMENT.
3.2.1.	DEVELOPS DAILY MISSION SCHEDULE AND AIRSPACE REQUEST ONE DAY PRIOR TO SORTIE. Develops by obtaining data from monthly schedule and real time needs of airspace, Air Combat Training System (ACTS), and GCI requirements.
3.2.2.	DISSEMINATES DAILY MISSION SCHEDULE AND AIRSPACE REQUEST VIA FAX. Disseminates to range, base agencies, and FAA/ARTCC.
3.2.3.	CONTACTS FAA/ARTCC TO ENSURE RECEIPT OF AIRSPACE REQUEST.

3.2.4.	COORDINATES MISSION. Calls units to determine their intention for that day. Receives or initiates call to FAA/ARTCC for airspace approval. Relays information to appropriate base agencies.
3.2.5.	UPDATES AUTOMATED INFORMATION SYSTEM (AIS). Records voice updates of airspace status before activation of airspace and any changes throughout the day.
3.2.6.	PROVIDES AIRSPACE CHECK IN/OUT AND BRIEFING. Provides briefing upon flight's arrival and request for entry into Special Use Airspace (SUA).
3.2.6.1.	RELAYS CURRENT AIRSPACE CONFIGURATIONS, TIME AVAILABLE, WEATHER, AND ALTIMETER SETTING VIA ULTRA HIGH FREQUENCY (UHF) RADIO. Documents check-in and check-out time.
3.2.6.2.	DISSEMINATES, COORDINATES, AND DOCUMENTS ANY SUA RECALL INFORMATION TO AIRCRAFT AND APPROPRIATE AGENCY.
3.2.6.3.	MONITORS ALL FLIGHTS IN PROGRESS IN SUA. Monitors Radar Analysis Program (RAP).
3.2.6.4.	RETURNS ANY UNUSED AIRSPACE. Coordinates with FAA/ARTCC and documents. Informs base agencies of status.
3.2.6.5.	PROCESSES MISSION DATA SHEET FOR ACTS MISSION. Inputs range data from the North and South Range schedules onto the mission data sheet forms for civilian contractor to use in monitoring ACTS flights.
3.2.7.	UTILIZES MILITARY AIRSPACE MANAGEMENT SYSTEM (MAMS). Performs duties of Airspace Manager and Scheduler.
3.2.8.	RELAYS ADVISORIES AND CRITICAL FLIGHT INFORMATION TO UNITS USING SPECIAL USE AIRSPACE.
3.3.	MANAGES AIRSPACE UTILIZATION.
3.3.1.	ENTERS SUA DAILY USAGE INTO DATABASE FOR REPORTING PURPOSES. Breakdown usage into scheduled, activated, and actual time utilized.
3.3.2.	ESTABLISHES YEARLY UTILIZATION REPORT. Develops report for MAJCOM and FAA.

3.3.3.	MONITORS/ADMINISTERS AIRSPACE DENIAL REPORT AND FORWARDS TO AIR FORCE REPRESENTATIVE.
3.4.	PERFORMS AS POC FOR INSPECTOR GENERAL TEAM CHIEFS FOR AIRSPACE, GCI, AND ACTS SCHEDULING. Acts as trusted agent and deconflicts airspace.
3.5.	ATTENDS TRAINING. Attends airspace training seminar/user meeting.
3.6.	PERFORMS AIRFIELD MANAGEMENT DUTIES WHICH COINCIDE WITH SCHEDULING.
3.6.1.	OPENS AND CLOSES BASE OPERATIONS.
3.6.2.	INPUTS FLIGHT PLAN.
3.6.3.	ASSISTS AIRCREW IN FLIGHT PLANNING.
3.6.4.	PERFORMS FLIGHT FOLLOWING.
3.6.5.	COORDINATES FLIGHT ARRIVAL AND DEPARTURE WITH TRANSIENT ALERT, TOWER, AND FUELS.
4.	TRAINING CLASS MANAGEMENT.
4.1.	HOSTS NATIONAL GUARD BUREAU (NGB) AIRFIELD MANAGEMENT TRAINING CLASS.
4.1.1.	DETERMINES/PREPARES ROSTER FROM APPLICANTS.
4.1.2.	SENDS INFORMATION TO STUDENT PRIOR TO ARRIVAL.
4.1.3.	MAKES BILLETING ARRANGEMENT FOR STUDENT.
4.1.4.	ASSISTS IN UPDATING LESSON PLAN AND CLASS MATERIAL.
4.1.5.	TEACHES A PORTION OF THE AIRFIELD MANAGEMENT TRAINING COURSE. Subjects covered include flightline driving, BASH program, and the Airfield Environment. Takes each student on an airfield inspection check ride. Resolves students' after hours problems while TDY. Reviews/responds to at end-of-course critique. Inputs class roster into database. Coordinates with other instructor as required.
4.2.	HOSTS OFFICIAL ANNUAL 7- OR 9-LEVEL CLASS FROM KEESLER AFB MS. Hosts Airfield Management Craftsman class and Chief of Airfield Management class. Arranges billeting for teachers and students, sets up classrooms and equipment, opens and closes rooms, and acts as host POC for students from arrival to departure. As a training tool, escorts students on airfield during the course.

4.3.	PROVIDES INDIVIDUAL 5-LEVEL UPGRADE TRAINING AND CERTIFICATION IN AIRFIELD MANAGEMENT.
5.	CONFERENCE SUPPORT. Provides support in all areas during conferences.
6.	DEPLOYED UNIT SUPPORT.
6.1.	GATHERS AND ANALYZES DATA FOR THE CRTC MASTER SCHEDULE.
6.2.	COORDINATES, DECONFLICTS, AND SCHEDULES DEPLOYMENT. Schedules unit deployments, mini-deployments, IG Inspections (Operational Readiness Inspection and Operational Readiness Evaluation/Exercise), multi-service and international exercises and evaluations, site surveys, air-to-ground range, air-to-air range, ACTS, conferences, and facility requests.
6.2.1.	COORDINATES VERBALLY WITH REQUESTING UNIT.
6.2.2.	REQUESTS ADDITIONAL INFORMATION AND POC FROM REQUESTING UNIT.
6.2.3.	SENDS APPROVED RESERVATION TO REQUESTING AGENCY POC. Follows up with telephone call.
6.2.4.	UPDATES CRTC MASTER CALENDAR TO REFLECT APPROVED DEPLOYMENT, CONFERENCE, OR OTHER ACTIVITY. Receives/reviews reservation request. Reviews request with appropriate CRTC sections. Prepares status sheet for Commander.
7.	AIRCRAFT SUPPORT. Schedules aircraft support for CRTC training requirements. Provides airlift support for unit, static display, air show, and/or flyover for military or civilian organization's event.
7.1.	REQUESTS AIRLIFT SUPPORT FOR UNIT. Gathers all data to meet mission requirement. Completes appropriate request form and sends by FAX or e-mail to ANG, AF, AF Reserve, or Army validator. Follows up with hard copy of the information and a telephone call to the OPR.
7.2.	REQUESTS AIRCRAFT SUPPORT FOR SPECIAL EVENT. Completes appropriate form and submits in advance of scheduled program.
8.	ADMINISTRATION.
8.1.	MANAGES ADMINISTRATIVE COMMUNICATIONS. Quality controls outgoing correspondence. Processes incoming correspondence.

8.2.	TYPES CORRESPONDENCE. Types letter, form, report, Recommendation for Decoration, or Enlisted Performance Report.
8.3.	OPERATES OFFICE EQUIPMENT. Operates office equipment to meet task requirements.
8.4.	RECEIVES OFFICIAL VISITOR OR CUSTOMER. Receives official visitor or customer, answers inquiry, and assists as required to facilitate the accomplishment of the mission.
8.5.	MANAGES FUNCTIONAL PUBLICATIONS LIBRARY. Performs administrative management of functional publications library containing 11-Series departmental and field-level publications only IAW AFI 33-360, Volume 1, <i>Publications Management Program</i> .
8.5.1.	POSTS AND FILES PUBLICATION. Posts new or revised publications to include changes.
8.5.2.	PERFORMS DESTRUCTION OF PUBLICATION. Destroys superseded and/or obsolete publications according to instructions.
8.5.3.	PERFORMS REVIEW OF PUBLICATIONS. Checks and verifies with appropriate indexes on currency of publications maintained in library. Downloads and prints updated publications if necessary
8.5.4.	MANAGES UNIT PUBLICATION. Ensures annual review by OPR. Prepares regulation or operating instruction, coordinates, forwards for approval and publication, and distributes copies. Maintains record set. Prepares and maintains index.
8.5.5.	TRAINS SUBACCOUNT REPRESENTATIVE ON AUTOMATED PUBLICATIONS MANAGEMENT PROCEDURES.
9.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3

MANPOWER TABLE

Table A3.1. Standard Manpower Table.

Air Force Specialty Title 4710TC	AFSC	Grade	Manpower Requirement				
Airfield Mgt Superintendent	1C091	AGR	1				
Airfield Mgt Craftsman	1C0X1	AGR	2				
Information Mgmt Jymn	3A0X1	AGR	1				
Total			4				

NOTE. AFSCs may be adjusted at the discretion of the Commander.